Allowance of the Apprenticeship Scheme
Reimbursement of Upskilling Allowance for Graduate Apprentice
Application Terms

1. Introduction

1.1 To encourage graduate apprentices to continue working in the Specified Trade and pursue further skill development, the Government will grant a maximum allowance of HK$30,000 to each Applicant graduate apprentice subject to the eligibility requirements in these Application Terms.

1.2 In these Application Terms:

"Applicant" means a graduate apprentice who is applying for the Upskilling Allowance.

"Application Form(s)" means the Pre-Assessment Application Form and/or Reimbursement Application Form, as may be applicable in the circumstances.

"Contract of Apprenticeship" means the same as defined in Section 2 of the Apprenticeship Ordinance (Cap. 47 of the Laws of Hong Kong).

"Full-time Service Declaration Form" means the Allowance of the Apprenticeship Scheme – Reimbursement of Upskilling Allowance for Graduate Apprentice - Full-time Service Declaration Form [ODA-RUA-F3E (Rev. 11/2026)].

"Government" means the government of the Hong Kong Special Administrative Region of the People's Republic of China.

"ODA" means the Office of the Director of Apprenticeship.

"Pre-Assessment" means the submission of the Pre-Assessment Application Form as specified in Paragraph 3.

"Pre-Assessment Application Form" means the Allowance of the Apprenticeship Scheme – Reimbursement of Upskilling Allowance for Graduate Apprentice - Application Form for Pre-Assessment of Upskilling Course [ODA-RUA-F1E (Rev. 11/2026)].

"QF" means the Qualifications Framework specified by the Education Bureau.

"Reimbursement Application Form" means the Allowance of the Apprenticeship Scheme – Reimbursement of Upskilling Allowance for Graduate Apprentice - Application Form for Reimbursement of Upskilling Allowance [ODA-RUA-F2E (Rev. 11/2026)]. The submission of a completed Reimbursement Application Form shall be referred to as a "Reimbursement Application".

"Specified Trade" means the same trade as the apprenticeship training undertaken by the Applicant graduate apprentice.

"Upskilling Allowance" means the allowance granted to an Applicant on a reimbursement basis as specified in Paragraph 2, and subject to such conditions specified in Paragraph 4.

"Upskilling Course" means a training course(s) as registered under the Qualifications Register (QR) and relevant to the Specified Trade.

2. Eligibility

I. Eligibility of Upskilling Course(s)

The Upskilling Course(s) shall meet all of the following eligibility criteria:

2.1 The Upskilling Course should be relevant to the Specified Trade and validly registered under the QR when the course(s) commence(s) with the same or higher QF level(s) than the training programme undertaken by the Applicant during the apprenticeship;

2.2 To avoid double benefit, the Applicant shall declare that he/she has not received/applied for and will not receive/ apply for any other kinds of subsidies from other public funding schemes or the Applicant's Employer for the same Upskilling Course applied under this scheme;

2.3 All Upskilling Courses to be applied for reimbursement should commence only after the completion of the Applicant's Contract of Apprenticeship and during an Applicant's term of employment;

2.4 Subject to the applicable maximum reimbursement amounts, and this Paragraph 2, there is no limit on the number or type of Upskilling Courses the Applicant may take;

2.5 The Applicant may refer to the list of eligible Upskilling Courses from the Apprenticeship website (https://apprenticeship.vtc.edu.hk/en/ > Allowance of the Apprenticeship Scheme); and

2.6 The Applicant needs to complete the Upskilling Course(s) within 39 months from date of completion of his/her Contract of Apprenticeship (i.e. if a Contract of

Apprenticeship is completed on 1 January 2025, the Upskilling Course needs to be completed by 1 April 2028).

II. Eligibility of Applicant

The Applicant shall meet all of the following eligibility criteria:

2.7 The Applicant should be a graduate apprentice who has completed/completes his/her Contract of Apprenticeship between 1 April 2024 and 31 March 2027;

2.8 The Applicant should continue working in the Specified Trade for a minimum of 18 months ("**First Stage**") or 36 months ("**Second Stage**") (each, a "**Stage**"), to be eligible to apply for the Upskilling Allowance. The Upskilling Allowance shall be paid to a successful Applicant for any applicable Upskilling Course(s), that is completed during the relevant Stage, on a reimbursement basis;

2.9 A successful Applicant who completes Upskilling Course(s) during the First Stage will be entitled to a maximum reimbursement amount of HK$10,000, while a successful Applicant who completes Upskilling Course(s) during the Second Stage will be entitled to a maximum reimbursement amount of HK$20,000; and

2.10 The Upskilling Allowance is intended to reimburse the Applicant for the actual tuition fees incurred (excluding Upskilling Course application fees and examination fees) for the attendance of the Upskilling Course(s), up to the stated maximum amounts of each two Stage. Where there is an unconsumed portion of the Upskilling Allowance from the First Stage, this amount may be carried forward to the next Stage.

3. Application Procedures, Documents Required and Payment Arrangements

Application for the Upskilling Allowance is divided into two parts, with details as follows:

I. Application for Pre-Assessment of Upskilling Course

3.1 All eligible Applicants shall apply for Pre-Assessment of the Upskilling Course a minimum of 3 months before the course commencement date.

3.2 The Applicant shall submit the duly completed Pre-Assessment Application Form with the relevant details and information on the Upskilling Course (e.g. brochures, pamphlets, information booklets), to the ODA by post or in person ("**Pre-Assessment**"). Applicants shall specify "Application for Upskilling Allowance" on the envelope. Applicants shall ensure that all the documents and information provided are true and accurate. All submitted documents are not

returnable. Applicants are advised to keep a copy of the documents submitted for future reference.

3.3 If the information and supporting documents are in order, the ODA will process the application and notify the Applicant of the Pre-Assessment result within 2 calendar months.

3.4 Applicants may apply for Pre-Assessment of an Upskilling Course no more than 3 months before the date of completion of their Contract of Apprenticeship. If the Pre-Assessment result is released before the completion of the current Contract of Apprenticeship, a conditional offer will be granted so that the Applicant will be eligible to apply for the Upskilling Allowance after successfully completing their Contract of Apprenticeship and the approved Upskilling Course(s).

II. Reimbursement Application (subject to successful Pre-Assessment and approval of Upskilling Course)

3.5 The application period for the Upskilling Allowance runs from 1 October 2025 to 31 August 2030 (both dates inclusive). The ODA will treat the application receipt date as the application date.

3.6 Eligible Applicants shall submit the duly completed and signed Reimbursement Application Form along with the following documents to the ODA by post or in person. Applicants shall specify "Application for Upskilling Allowance" on the envelope:

(i) Pre-Assessment approval letter issued by the ODA;

(ii) Official receipt of the approved Upskilling Course taken after the completion of Contract of Apprenticeship. The start date of the Upskilling Course shall be clearly stated on the official receipt, otherwise other supporting documents showing the start date of the Upskilling Course should be provided;

(iii) Evidence of course completion, such as a certificate of completion or certificate of attendance, showing clearly the completion date to be within 39 months of the Applicant's completion of his/her Contract of Apprenticeship;

(iv) Proof of full-time employment record(s) from the current and/or previous (if any) employer(s) for working in the Specified Trade for 18 or 36 months. The Applicant may choose to complete Full-time Service Declaration Form; and

(v) Bank account information. The Applicant shall provide a copy of the first page of personal passbook, bank statement or automatic teller machine

card, in any case clearly showing the name of bank account holder and bank account number.

3.7 Applicants shall ensure that all the documents and information provided are true and accurate. All submitted documents are not returnable. Applicants are advised to keep a copy of the documents submitted for future reference.

3.8 If the information and supporting documents are in order, the ODA will arrange payment of the Upskilling Allowance within two calendar months through such channels as the ODA deems appropriate, including but not limited to bank transfers to the bank account detailed in the Reimbursement Application Form.

4. Notes

4.1 All Upskilling Courses which form the basis of a Reimbursement Application are first subject to a Pre-Assessment and approval by the ODA. Upskilling Courses that are not pre-assessed and approved by the ODA will not be eligible for a Reimbursement Application.

4.2 The Government reserves the right to disqualify and reject any Reimbursement Application on the grounds that the Applicant has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to endanger national security or if otherwise the exclusion of the Applicant from future applications for reimbursement of Upskilling Allowance is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

4.3 Even after a Reimbursement Application has been approved, upon the occurrence of any of the following events, the Government may immediately rescind the relevant approval, and request the Applicant to repay to the Government all the Upskilling Allowance monies received, recover the owed amount by civil action and/or the Applicant may be liable for prosecution if:

(i) the Applicant has engaged or is engaging in acts or activities that are likely to endanger national security or which would otherwise be contrary to the interest of national security; or

(ii) the continued reimbursement of Upskilling Allowance to the Applicant is contrary to the interest of national security; or

(iii) the Government reasonably believes that any of the events mentioned above is occurring, has occurred, or is about to occur.

5. Personal Information Collection Statement

5.1 It is the responsibility of the Applicant to provide the ODA with the required personal data in the relevant Application Form(s). If the Applicant fails to

comply with this requirement, the ODA may not be able to process the application.

5.2 The ODA will use the personal data provided in the relevant Application Form(s) for:

(i) processing and verifying the application for Pre-Assessment of Upskilling Courses and payment of the Upskilling Allowance, including matching the personal data of the Applicant with other sources to determine whether the Applicant meets the eligibility criteria set out above;

(ii) funding and administrative purposes related to the provision of the Upskilling Allowance

(iii) the ODA related statistics and research purposes; and

(iv) disclosure to Government policy bureaux, departments of the Hong Kong Special Administrative Region and/or any other authorised parties when such disclosure is authorised or required by law.

5.3 The ODA may contact the relevant employers, training institutions, course providers, other government departments and corporate bodies to verify the data provided in the Application Form(s) for the purposes stated in Paragraph 5.2 above.

5.4 In accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486), the Applicant has the right to request access to and correction of the personal data provided in the Pre-Assessment and Reimbursement Application Forms. Any request for access to or correction of personal data shall be made in writing to the ODA.

Enquiries

For enquiries on matters relating to reimbursement of Upskilling Allowance, please contact the ODA during office hours.

Hotline: 3907 6743

Fax: 2497 2235

Email: oda@vtc.edu.hk

Address: Room C-E, 22/F, Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon

Opening Hours:

Monday to Friday: 8:45 a.m.-5:30 p.m. (excluding Public Holidays)

The Office will be closed on Saturday, Sunday and Public Holidays.

VTC Apprenticeship 學徒訓練

政府資助計劃 Government-funded programme

Allowance of the Apprenticeship Scheme
Reimbursement of Upskilling Allowance for Graduate Apprentice
Application Form for Pre-Assessment of Upskilling Course

Please read the Application Terms before completing this application form.
Please complete all parts in BLOCK LETTERS with a black or dark blue ball pen, and put a "✓" in the appropriate box(es) (☐).

Part I Personal Particulars

Name in English : (Surname first)		Apprenticeship Registration No. :	
Name in Chinese : (If appropriate)		Contact Phone Number :	
Hong Kong Identity Card Number :		Email Address :	
Correspondence Address :			

*Part II Details of Upskilling Course^*

Name of Institution / Course Provider :	
Course Title :	
Qualifications Register (QR) Registration No. :	
Qualifications Framework (QF) Level :	
Course Commencement Date :	
Expected Course Completion Date :	
Tuition Fees (HKD) :	

^Please supplement the application with the description of course details.

Part III Recommendation and Declaration by Employer

☐ I recommend the Applicant taking the Upskilling Course as specified in Part II and confirm that the Upskilling Course is relevant to the Specified Trade.

☐ We have not provided and will not provide any financial subsidies to the Applicant to cover the relevant tuition fees for the above Upskilling Course. The Applicant is solely responsible for the payment of the tuition fees without any financial contribution from the Company.

Signature of Employer's Representative and Company Chop :	_____	Post Title of Employer's Representative :	_____
Name of Employer's Representative :	_____	Date :	_____

Part IV Declaration

(1) I have read, understood and agree to the Application Terms on the "Allowance of the Apprenticeship Scheme – Reimbursement of Upskilling Allowance for Graduate Apprentice". I declare that the information provided in this Application Form is complete and true to the best of my knowledge.

(2) I understand that omission of information may lead to rejection of application.

(3) I understand that the Office of the Director of Apprenticeship (ODA) will check the information provided by me against other sources to determine my eligibility for reimbursement of Upskilling Allowance and to assess the amount of Upskilling Allowance to be granted.

(4) I understand that any omission/misrepresentation of information with a view to obtaining pecuniary advantage by deception, and offering any advantage (e.g. money, donation, etc.) to the staff of the ODA as an inducement to or reward for assisting in or expediting the application is an offence. The ODA may hold the offender accountable through legal proceedings.

(5) I authorise the ODA to handle the personal data and information provided in this application in accordance with the Application Terms. I agree that the ODA may obtain my personal data from my employer(s), training institution or course provider, and authorise my employer(s), training institution or course provider to provide

relevant information for the purpose of processing my application or verifying the information provided in this Application Form.

(6) I understand and agree that Government policy bureaux/departments of the Government of the Hong Kong Special Administrative Region and parties authorised by law may obtain my personal data and information from the ODA.

(7) I understand and agree that the ODA, Vocational Training Council (VTC), the Government or other parties authorised by law may use the information I provided in this Application Form for funding and administrative purposes. Subject to the exemption provisions stipulated in the Personal Data (Privacy) Ordinance, I have the right to request access to and correction of the personal data provided in the Application Form. Such request may be made in writing to the ODA.

(8) I understand and agree that the Government reserves the right to disqualify and reject this application on the grounds that I have engaged, am engaging, or am reasonably believed to have engaged or be engaging in acts or activities that are likely to endanger national security or otherwise excluding me from future applications for reimbursement of Upskilling Allowance is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

(9) I understand that even after the application is approved, the Government may immediately withdraw or cancel the relevant approval, and I have to repay to the Government all the monies received from the application. The Government reserves the right to recover the amount by civil action and I may be liable to prosecution upon the occurrence of any of the following events:

- I have engaged or am engaging in acts or activities that are likely to endanger national security or which would otherwise be contrary to the interest of national security; or
- the continued reimbursement of Upskilling Allowance to me is contrary to the interest of national security; or
- the Government reasonably believes that any of the events mentioned above is about to occur.

(10) I understand that the ODA has the right to review my application. I undertake to refund any difference in the amount of reimbursement based on the outcome of the review and the instructions of the ODA.

(11) By accepting the Upskilling Allowance, I am willing to provide assistance and information to the ODA, VTC, the Government or their designated agents when conducting studies on the Upskilling Allowance, if necessary.

Signature of Applicant : _____ Date : _____

VTC Apprenticeship 學徒訓練

政府資助計劃 Government-funded programme

Allowance of the Apprenticeship Scheme
Reimbursement of Upskilling Allowance for Graduate Apprentice
Application Form for Reimbursement of Upskilling Allowance

Please read the Application Terms before completing this application form.
Please complete all parts in BLOCK LETTERS with a black or dark blue ball pen, and put a "✓" in the appropriate box (☐).

Part I Personal Particulars

Name in English (Surname first) : _____

Name in Chinese (If appropriate) : _____

Hong Kong Identity Card Number : _____

Apprenticeship Registration No. : _____

Contact Phone Number : _____

Email Address : _____

Correspondence Address : _____

Part II Details of Upskilling Course

Name of Institution / Course Provider : _____

Course Title : _____

Qualifications Register (QR) Registration No. : _____

Qualifications Framework (QF) Level : _____

Course Commencement Date : _____

Course Completion Date : _____

Actual Tuition Fees Paid (HKD) : _____

☐ I declare that I did not receive and will not receive any kinds of subsidies from other public funding schemes and my Employer to cover the relevant tuition fees for the above Upskilling Course.

Part III Full-time Employment Records

Please list out all the full-time post-apprenticeship service record(s) in the table below:

Name of Employer	Full-time Post Title	Date (day/month/year)	
		From	To

Part IV Bank Account Particulars

Please transfer the reimbursement of Upskilling Allowance to my personal bank account as per the details given below.#

Name of Account Holder : (English) (Chinese) _____

Name of Bank : _____

Bank Account Number : | | | | | | | | | | | | | | | |

Bank Code Branch Code Account Number

Please provide a copy of the first page of your personal passbook or bank statement or automatic teller machine card showing clearly the name of account holder and account number.

Part V Declaration

(1) I have read, understood and agree to the Application Terms on the "Allowance of the Apprenticeship Scheme – Reimbursement of Upskilling Allowance for Graduate Apprentice". I declare that the information provided in this Application Form is complete and true to the best of my knowledge.

(2) I understand that omission of information may lead to rejection of application.

(3) I understand that the Office of the Director of Apprenticeship (ODA) will check the information provided by me against other sources to determine my eligibility for reimbursement of Upskilling Allowance and to assess the amount of Upskilling Allowance to be granted.

(4) I understand that any omission/misrepresentation of information with a view to obtaining pecuniary advantage by deception, and offering any advantage (e.g. money, donation, etc.) to the staff of the ODA as an inducement to or reward for assisting in or expediting the application is an offence. The ODA may hold the offender accountable through legal proceedings.

(5) I authorise the ODA to handle the personal data and information provided in this application in accordance with the Application Terms. I agree that the ODA may obtain my personal data from my employer(s), training institution or course provider, and authorise my employer(s), training institution or course provider to provide relevant information for the purpose of processing my application or verifying the information provided in this Application Form.

(6) I understand and agree that Government policy bureaux/departments of the Government of the Hong Kong Special Administrative Region and parties authorised by law may obtain my personal data and information from the ODA.

(7) I understand and agree that the ODA, Vocational Training Council (VTC), the Government or other parties authorised by law may use the information I provided in this Application Form for funding and administrative purposes. Subject to the exemption provisions stipulated in the Personal Data (Privacy) Ordinance, I have the right to request access to and correction of the personal data provided in the Application Form. Such request may be made in writing to the ODA.

(8) I understand and agree that the Government reserves the right to disqualify and reject this application on the grounds that I have engaged, am engaging, or am reasonably believed to have engaged or be engaging in acts or activities that are likely to endanger national security or otherwise excluding me from future applications for reimbursement of Upskilling Allowance is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

(9) I understand that even after the application is approved, the Government may immediately withdraw or cancel the relevant approval, and I have to repay to the Government all the monies received from the application. The Government reserves the right to recover the amount by civil action and I may be liable to prosecution upon the occurrence of any of the following events:

- I have engaged or am engaging in acts or activities that are likely to endanger national security or which would otherwise be contrary to the interest of national security; or
- the continued reimbursement of Upskilling Allowance to me is contrary to the interest of national security; or
- the Government reasonably believes that any of the events mentioned above is about to occur.

(10) I understand that the ODA has the right to review my application. I undertake to refund any difference in the amount of reimbursement based on the outcome of the review and the instructions of the ODA.

(11) By accepting the Upskilling Allowance, I am willing to provide assistance and information to the ODA, VTC, the Government or their designated agents when conducting studies on the Upskilling Allowance, if necessary.

Signature of Applicant : _____ Date : _____

Allowance of the Apprenticeship Scheme
Reimbursement of Upskilling Allowance for Graduate Apprentice
Full-time Service Declaration Form

Please complete all parts in BLOCK LETTERS with a black or dark blue ball pen, and put a "✓" in the appropriate box (☐).

Part I Personal Particulars (To be completed by the graduate apprentice)

Name in English : (Surname first)		Apprenticeship Registration No. :	
Name in Chinese : (If appropriate)		Contact Phone Number :	
Hong Kong Identity Card Number :		Email Address :	
Correspondence Address :			

Part II Declaration (To be completed by the graduate apprentice and/or his/her employer*, if appropriate)

**If the graduate apprentice could not provide sufficient supporting documents for his/her full-time post-apprenticeship service in the specified trade, please seek assistance from his/her Employer.*

☐ I confirm that I have completed 18 months of full-time post-apprenticeship service in the specified trade. Relevant employment record(s) are marked in the table on the next page with supporting documents enclosed. ***(To be completed by the graduate apprentice)***

☐ I confirm that I have completed 36 months of full-time post-apprenticeship service in the specified trade. Relevant employment record(s) are marked in the table on the next page with supporting documents enclosed. ***(To be completed by the graduate apprentice)***

☐ I confirm that the above-named graduate apprentice's full-time post-apprenticeship service record(s) in the specified trade are listed in the table on the next page. ***(To be completed by the graduate apprentice's Employer, if appropriate)***

Name of Employer	Full-time Post Title	Date (day/month/year)	
		From	To

Signature of Employer's Representative and Company Chop : _____

Post Title of Employer's Representative : _____

Name of Employer's Representative : _____

Date : _____

(1) I have read, understood and agree to the Application Terms on the "Allowance of the Apprenticeship Scheme – Reimbursement of Upskilling Allowance for Graduate Apprentice". I declare that the information provided in this Full-time Service Declaration Form ("**Declaration Form**") is complete and true to the best of my knowledge.

(2) I understand that omission of information may lead to rejection of application.

(3) I understand that the Office of the Director of Apprenticeship (ODA) will check the information provided by me against other sources to determine my eligibility for reimbursement of Upskilling Allowance and to assess the amount of Upskilling Allowance to be granted.

(4) I understand that any omission/misrepresentation of information with a view to obtaining pecuniary advantage by deception, and offering any advantage (e.g. money, donation, etc.) to the staff of the ODA as an inducement to or reward for assisting in or expediting the application is an offence. The ODA may hold the offender accountable through legal proceedings.

(5) I authorise the ODA to handle the personal data and information provided in this Declaration Form in accordance with the Application Terms. I agree that the ODA may obtain my personal data from my employer(s), and authorise my employer(s) to provide relevant information for the purpose of processing my application or verifying the information provided in this Declaration Form.

(6) I understand and agree that Government policy bureaux/departments of the Government of the Hong Kong Special Administrative Region and parties authorised by law may obtain my personal data and information from the ODA.

(7) I understand and agree that the ODA, Vocational Training Council (VTC), the Government or other parties authorised by law may use the information I provided in this Declaration Form for funding and administrative purposes. Subject to the exemption provisions stipulated in the Personal Data (Privacy) Ordinance, I have the right to request access to and correction of the personal data provided in the Declaration Form. Such request may be made in writing to the ODA.

(8) I understand and agree that the Government reserves the right to disqualify and reject this application on the grounds that I have engaged, am engaging, or am reasonably believed to have engaged or be engaging in acts or activities that are likely to endanger national security or otherwise excluding me from future applications for reimbursement of Upskilling Allowance is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

(9) I understand that even after the application is approved, the Government may immediately withdraw or cancel the relevant approval, and I shall have to repay to the Government all the monies received from the application. The Government reserves the right to recover the amount by civil action and I may be liable to prosecution upon the occurrence of any of the following events:

- I have engaged or am engaging in acts or activities that are likely to endanger national security or which would otherwise be contrary to the interest of national security; or
- the continued reimbursement of Upskilling Allowance to me is contrary to the interest of national security; or
- the Government reasonably believes that any of the events mentioned above is about to occur.

(10) I understand that the ODA has the right to review my application. I undertake to refund any difference in the amount of reimbursement based on the outcome of the review and the instructions of the ODA.

(11) By accepting the Upskilling Allowance, I am willing to provide assistance and information to the ODA, VTC, the Government or their designated agents when conducting studies on the Upskilling Allowance, if necessary.

Signature of Applicant : _____ Date : _____